



# ALIX-MAC SCHOOL

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# EMERGENCY RESPONSE PLAN

# Emergency Response Plan

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## Emergency Telephone Numbers

<b>Fire Alarm</b> .....	<b>911</b>
<b>Ambulance</b> .....	<b>911</b>
<b>Hospital</b> .....	<b>782-3336</b>
<b>Security</b> .....	<b>346-9750</b>
<b>Police:</b>	
<b>Bashaw RCMP</b> .....	<b>1-780-372-3793</b>
	<b>1-780-372-3593</b>
<b>School Resource Officer</b> <b>(Cst. Leanne Zielke)</b> .....	<b>403-357-4524</b>
<b>RCMP Telecommunications Centre</b> .....	<b>403-343-4160</b>
<b>School</b> .....	<b>403-747-2778</b>
<b>Poison Center</b> .....	<b>1-800-332-1414</b>
<b>If Busy, Call</b> .....	<b>1-403-670-1414</b>
<b>Environmental Emergency</b> .....	<b>1-800-222-6514</b>
<b>If Busy, Call</b> .....	<b>1-800-272-9600</b>
<b>Child Abuse</b> .....	<b>1-800-387-5437</b>
.....	<b>1-800-387-KIDS</b>
<b>Child Welfare</b> .....	<b>340-5400</b>
<b>School Bus Emergency(Bus Barns</b> .....	<b>403-782-3729</b>

## Introduction

A disaster or crisis of any sort can be a frightening experience for all involved. It is imperative to be as prepared as one can possibly be. This handbook has been developed to increase knowledge and to have a reference should an emergency occur. Staff should be familiar with the use of this manual and should ensure students have some ideas on how they can best preserve their safety. Safety and emergency education may be useful anywhere -anytime.

## School Safety Policy

Each teacher shares the responsibility for the general safety of students and is encouraged to present their concerns and suggestions to the school administration.

The objectives of this policy are:

1. to prevent accidents which may result in injury or harm to students staff or visitors;
2. to prevent damage to facilities; and
3. to prevent interruption of the education process

## Safety in the School Building

### 1. Classrooms

- Appropriate behavior is expected at all times.
- Each teacher sets classroom rules in accordance with Alix-MAC School rights and responsibilities.
- Use of dangerous equipment (e.g. "Exacto" knives) is to be carefully monitored.
- Properly grounded extension cords are to be used with all audiovisual equipment.

### 2. Hallways

- Walk at all times.
- Keep hands and feet to yourself.
- Do not throw objects.
- Enter and exit the school in an orderly manner.

### **3. Washrooms/Change Rooms**

- Act in a responsible manner at all times.
- Use all furnishings and equipment in the proper manner.

### **Safety on the School Grounds**

#### **1. Supervision**

- No one is to loiter or play on or near the main entry.
- Staff are to monitor all students activities.
- Students are not to be in the staff parking area unless they are using it as access to and from school.

### **School Safety Policy (continued)**

#### **2. Games & Activities**

- All games are to be played at a safe distance from roadways and buildings.
- All students are to stay within the grounds of Alix-MAC School.
- Playground rules and procedures are posted at Div 1 door and Div 2 door and are revisited annually.

### **C. Health Hazard Control**

It is the school's policy to recognize hazardous or potentially hazardous situations, carefully evaluate them and then modify them. Staff members should be aware of potential hazards in the following areas: noise level;

illumination;

ventilation;

excess heat;

solvent vapors;

dust;

furniture and equipment;

etc.

Any concern should be brought to the attention of the administration or caretaker for the initiation of an investigation.

## **E. Practices**

1. First aid - supplies kept in the office (safe room) and in the PE office. Rubber gloves and band-aids will be kept in the emergency folder for each classroom.
2. First aid administered by staff or trained first aid persons only
3. Safety instructions - provided by staff members, depending on activity.

## **F. Emergency Folders**

Each room in the school has a plastic holder by the door that contains an emergency folder. The folder contains the following:

Pencil

Class lists of every class in the school

Rubber gloves

Band aids

Emergency procedures for lockdowns, fire drills

Student emergency information – how to administer an epipen, epilepsy procedures, diabetes information, etc

Map of the school

Phone numbers for administration and secretaries

## **Policy and Procedure**

### **Action taken in the case of Fire**

There shall be a minimum of three fire drills in the fall and three in the spring. When the alarm sounds everyone leaves the building in an orderly fashion. A school map showing the exit to use during a fire drill shall be posted in each classroom, near the exit. In case of a fire drill at Alix-MAC School, students are to assemble in their designated meeting area. Noon hour or recess fire drills require students to report directly to the designated class meeting area. Teachers will meet students at that spot. Teachers who leave school at noon hour will arrange to have appropriate supervision for their class. Students will not run, but walk in good order, single file - even when outside. The teacher should be the last one to leave the room. Each class will use the double doors nearest to their current classroom. If any door is blocked, those classes using that door must, under their teacher's directions, re-group, and go to the next closest exit. There will be no running or crowding. The appropriate exit from each room is to be learned and periodically reviewed.

## **FIRE DRILL PROCEDURE**

1. Exit the room in a timely fashion.
2. Ensure that the lights are left on, the door is locked and the windows are closed.
3. Teachers will take the emergency folder and will lead students to their predetermined meeting spot on the north side of the school.
3. Pupils who are separated from their home room groups shall find their group **AFTER** they are out of the building. Students without homeroom groups will report to a teacher, or to the secretary who will account for all students. Each teacher shall take attendance for his class. A runner may be sent to the secretary with the attendance sheet for their class.

**A text message may be sent to the secretary, principal or vice principal. All phone numbers are located on the inside cover of the emergency folder. The text will read as follows: Grade \_\_\_\_ - all students accounted for.**

**In the event that a student is not accounted for, a phone call will be placed with the message: Grade \_\_\_\_ - (name of student) is NOT accounted for. This will be repeated. The person answering the phone will repeat the students name and grade and next steps will be taken.**

4. Elementary students will be met by their homeroom teacher, at the designated meeting spot, if they are with another adult in the building during the fire drill. Jr/Sr high students will have attendance taken by the teacher they are with at the time of the drill.
5. Any other teachers who are without students should report to the secretary and stay with Div 3 and 4 students in a supervisory role.

6. Teachers and adults without students will check bathrooms on their way exiting the building. Administration/secretarial/custodial will make a final sweep of the school.

**All students will remain outside, with their designated teacher, until the message - ALL CLEAR is heard. At this time, students will return to their classes.**

## **Emergency Announcement**

**There are two different types of lockdowns. The first is to deal with potentially dangerous situations, the second is to ensure that all students are accounted for, and out of the hallways to allow staff to deal with emergencies of a non-threatening nature.**

### **“LOCKDOWN”**

**This will be repeated three times. This code indicates a potentially dangerous situation; violence may be imminent. For example, someone has entered the building with a weapon.**

**When you hear this code, staff is to ensure that:**

- **students/staff are not in hallways;**
- **classroom doors are locked; and**
- **if possible, students are away from windows and/or safely crouched behind desks.**

**If a student is in the hallway and unable to access a secured classroom, they should seek refuge in a washroom, alcove or any area out of sight of the intruder.**

**Quietly await further instruction and do not leave your place of safety until you hear an “ALL CLEAR”.**

### **“ADMIN LOCKDOWN”**

**This will be repeated three times. Students will remain in their classrooms until they hear the ALL CLEAR signal.**

## **Policy and Procedure for Action taken in the event of an Intruder/Lockdown**

1. In the event of a lockdown scenario, students or staff will notify either the Principal or designate. The principal or designate will contact the police.
2. Intercom announcement “**Lockdown**” throughout the school. Doors should remain locked at all times in classrooms/rooms.
3. Students in hallways (Junior/Senior High) should seek protection by choosing to find a safe location – closest classroom, bathroom, etc.  
Once staff has secured their room they will not be permitted to open the door.  
  
Students are to be kept as quiet as possible. Hide away from the window, shut off lights.
4. Attendance will be taken by staff and sent via email to the office if safe to do so.
5. When the situation is safe (direction of R.C.M.P) and announcement of “**All Clear**” will be made.

## **Policy and Procedure for Medical Emergency on School Property**

### **Policy**

In the case of a medical emergency, first aid is to be administered immediately by the staff member in charge or by the person with the most first aid training. The parent or guardian of the student will be contacted (if unable to contact the parent/guardian, the alternate contact listed on the student's registration form will be advised).

When, in the judgment of the staff member in charge, there exists an illness or injury which appears to require outside help, the following guidelines should be considered:

- *Critical Injury or Illness*
  - Call an ambulance **(911)**
  - Notify the office
  - Call parent/guardian
- *Severe Injury or Illness*
  - Call an ambulance **(911)**
  - Notify the office
  - Call parent/guardian
- *Injury or Illness Not considered Severe or Critical*
  - Call parent/guardian
  - Notify the office

**It is important to communicate with parents.** If a parent or guardian is available, they may be able to help solve a problem and provide advice on how to proceed. In critical or questionable situations, the ambulance should be called **immediately - DO NOT HESITATE.**

An "Accident Report" form must be completed by the staff member in charge. A copy of this form can be obtained from the office (**See Appendix A**)

## **Policy and Procedure For Medical Emergency on School Property**

### **Procedure**

- 1. One person will take charge of the situation and send for help.**  
*Person in charge:* In the event of an emergency, assume control of the situation, remain with the victim, maintain a calm atmosphere, and send for help. Ensure there is no further danger to the victim and delegate appropriate actions to be taken.
- 2. Determine the nature of the injury or sudden illness.**  
*First:* Check the victim for breathing. Also check for bleeding, poisoning, an insect sting, etc. Do not move the victim unless immediate rescue is necessary.
- 3. Administer emergency care.**  
*Emergency Care:* Immediately examine the victim to determine the location, nature and seriousness of the injury or sudden illness. Treat the most urgent problems first. Is the victim breathing? If not, open airway and start resuscitation immediately. Determine the level of coherence of the victim (i.e. does she/he know their phone number?). **Guard against shock.**
- 4. Notify parent/guardian** (or alternate if parent/guardian is unavailable).
- 5. Arrange transportation,** if necessary.
- 6. Identify witnesses and complete accident report** (copies can be found in the staff room).

## **Policy and Procedure for Medical Emergency during Student Activities Off School Property**

### **Policy**

In the case of a medical emergency, first aid is to be administered immediately by the staff member in charge or a person with first aid training.

After the emergency needs of the victim have been taken care of, notification and parental advise should be obtained. Notify the principal or principal designate at the earliest possible time.

First aid kits should accompany any group leaving the school building on occasions where the activity may be potentially dangerous.

An “*Accident Report*” form must be completely by the staff member in charge. A copy of this form can be obtained from the office (See appendix A)

### **Procedure**

In the event of a **CRITICAL INJURY OR ILLNESS:**

1. Administer emergency first aid.
2. Call an ambulance.
3. Call the school for parent/guardian notification.
4. Staff member in charge is to complete an “Accident Report” form.

In the event of a **NON-CRITICAL INJURY OR ILLNESS:**

1. Administer emergency first aid.
2. Call the school for parent/guardian notification.
3. Wait for instruction from the school administrator.
4. Staff member in charge is to complete an “Accident Report” form.

## **Policy and Procedure For Action taken upon receipt of a Bomb Threat**

### **Policy**

Every telephone call or letter indicating a bomb (or other threat of life) has been placed in the school *shall be considered genuine*. It shall be reported promptly to the administration of both the school and the regional division, and the local police and fire departments. Investigations shall be conducted as inconspicuously as possible.

If the threat is received via the telephone, the exact words of the caller and the time the call was received should be reported. A "*Bomb threat by Telephone Check list*" form is to be completed. (See Appendix B)

Staff will spot-check rooms for any suspicious parcels. A list of students and staff members absent at the time should be compiled as soon as possible.

If the threat is received by the police or fire departments, they will immediately notify the principal or designate, who will initiate the bomb threat procedures.

The decision to evacuate the building is the sole responsibility of the principal or designate. In making this decision, the safety of the students and staff is the prime and ultimate concern of the moment.

If evacuation is necessary, the emergency evacuation procedure will be followed. Designated areas for evacuation should be at least 100 meters from the building. The Alix Community Center will be the designated area. Announcement of evacuation should be accomplished by sounding the alarm.

## **Policy and Procedure for Action Taken upon receipt of a Bomb Threat**

### **Procedure**

1. The staff member receiving the threat will inform the principal designate of the threat **immediately**. *No one else is to be informed of this threat.*
2. The principal or designate will report to the Police Service (780-372-3793) and then contact the Superintendent of Schools.
3. The principal or designate will immediately assess the urgency of the situation and make the following decisions:
  - *Students shall remain in the classroom while a reasonable search is made.* (No classes will change rooms until the principal or designate makes the decision.)
  - *Students should be cleared from the building until all or a part of the building has been searched.*
  - *Students should be sent home.* (This will ONLY be done when an explosive device has been found or if information/evidence indicates a more thorough search is necessary.)
4. If there is not an immediate threat of an explosion, the most common procedure is to search before evacuating the building. Staff members will carry out the search; however, if necessary, the police force will assist or take over the search.
  - Search exit routes and staging areas before moving people from the building.
  - Be very thorough and careful while searching –bombs can be hidden **anywhere**.
5. If a bomb is located, do not touch it. A bomb may be made to detonate more than one way. Mail bombs are usually made to explode when opened, but may have a delay or anti-handling mechanism as well.
6. If possible, **open windows in the immediate area** of where the bomb is located.
7. When warranted, have fire and ambulance services at the scene.
8. The principal or designate will notify the fire or police department and Central Office of the results of the investigation.

## **Policy and Procedure For Action taken in the event of a Tornado or Earthquake**

### **Policy**

In the event of a tornado or earthquake, staff members will take charge immediately. To help prevent the possibility of hysteria or panic, instructions will be given in a firm, calm voice.

Experience has shown that the greatest point of danger is immediately outside building entrances and along the sides of buildings. For this reason, no one will be allowed to leave the building.

Once the disaster is over, the building will be evacuated in accordance with emergency evacuation procedures. No one will be permitted to re-enter until trained/knowledgeable personnel have inspected the structural soundness, electrical wiring, oil and other fuel systems, water distribution, and boiler and heating systems.

### **Procedure**

1. Remain where you are!
2. a) **If indoors when tornado or earthquake strikes:**
  - Take cover under desks, tables, or other heavy furniture; in interior doorways or narrow halls; or against weight-bearing inside walls.
  - Stay away from windows, light fixtures and suspended objects.
  - Do NOT seek shelter in a room with a large roof span (eg. A gymnasium or swimming pool).b) **If outdoors when tornado or earthquake strikes:**
  - Move away from buildings; avoid utility poles and overhead wires.
  - Find the nearest low spot and crouch down.
3. When the tornado or earthquake is over, evacuate the building using the emergency evacuation procedure.
4. The building should be inspected by competent personnel, as described in the above policy.
5. If the building is deemed unfit for re-entry, the principal or designate shall arrange transportation for students.

## **Policy and Procedure for Action Taken in the Event of a Flood or Natural Disaster**

### **Policy**

In the event of a major dangerous goods accident, flood, fire or any other major emergency, it may be necessary to evacuate all or a portion of the town. Advice to the public to evacuate will be made via the radio stations CKRD (AM 700( and CKGY (AM1170), television station CKRD and/or, where appropriate, door-to-door (performed by police and fire department personnel). The principal or designate shall inform school personnel.

Students will not be sent home to evacuate with their families if:

- their homes are in the evacuation area, or
- it is known that their parents/guardian are not at home.

As soon as possible after the evacuation, public announcements will be made to advise parents/guardians of the location of their child.

### **Procedure**

1. Evacuate the building in accordance with the emergency evacuation procedures.
2. According to instructions from the Village of Alix the mediums described in the above policy, students and staff will:
  - a) Stay at the school awaiting transportation; or
  - b) Move to a location as instructed by the Village of Alix Emergency Disaster Coordinators.

## **Policy and Procedure For**

### **Action taken in the event of a Nuclear Threat or national Disaster**

#### **Policy**

In the event of a national disaster or nuclear threat, an alert will be broadcast by North American Warning System and Emergency Broadcast System. If there is sufficient warning, the principal or designate will choose the most appropriate area in the building for the students and staff to take shelter.

#### **Procedure**

##### **A. With Sufficient Warning**

1. Students residing nearby will walk home.
2. Buses will transport pupils to their homes using the regular afternoon bus schedule, unless otherwise stated.

##### **B. Without Sufficient Warning**

1. Staff will collect water and food supplies for storage in the designated shelter area. Covered waterproof containers and disinfectants will be collected (for use as emergency toilets and disposal of waste food products; disinfectants should be sprinkled over waste).
2. Pupils will be taken to the designated shelter area in the school building. For radiation protection, it is important that the greatest possible distance and building mass be placed between students and the radiation.
3. Continuous effort should be expended to increase shelter protection by surrounding students and staff with radiation-absorbing materials such as boxes of books, dirt, wood, steel, or pieces of masonry.
4. All persons must remain in the sheltered area until authorities announce that it is safe to leave (a transistor radio should be used to hear emergency broadcasts).

## **Policy and Procedure For Action taken in the even of a Civil Disturbance**

### **Policy**

A civil disturbance should be approached with the idea of prevention as well as control. If, however, the disturbance develops into a condition which may be potentially dangerous to either persons or property, a plan of action must be activated.

When there are unauthorized, disruptive protests or demonstrations taking place on or near school property, the principal or designate shall first notify law enforcement authorities. The decision to give the “notice to disperse” will be the joint decision of the principal or designate and a senior law enforcement official at the scene.

If “notice to disperse” is agreed upon, it should be given as follows:

*“I am (name of speaker) and am speaking under the authority the vested in me by the Wolf Creek School Division No. 72.*

*Your presence on school grounds at this time is without permission and constitutes a trespass. I will now call upon you to leave the premises within five minutes. If you do not leave, we will request the law enforcement authorities to take appropriate action.”*

If the demonstration or protest group does not disperse, the law enforcement authorities will decide on and invoke the appropriate action.

Communication equipment, such as a bullhorn or two-way radio, should be readily available. A camera and tape recorder should also be available (to photograph and record demonstrators for later identification).

### **Procedure**

1. Notify law enforcement authorities
2. Alert staff and students – retain students in classrooms with the doors locked. If necessary, evacuate any classrooms in the immediate vicinity of the demonstrators.
3. Prevent the gathering of a group.
4. Assemble communication equipment.
5. Communicate with demonstrators.

**Appendix B**

**CHECK LIST  
TO BE COMPLETED UPON RECEIPT OF  
BOMB THREAT**

Date: \_\_\_\_\_ Time call was received: \_\_\_\_\_ a.m./p.m.  
Time call was terminated: \_\_\_\_\_ a.m./p.m.  
(Exact) Words of Caller: \_\_\_\_\_

**QUESTIONS TO ASK** (Be calm, delay caller, ask to have the message repeated)

What time is the bomb set to explode? \_\_\_\_\_

Where is the bomb located? \_\_\_\_\_

Is it in the open? \_\_\_\_\_ Is it disguised? \_\_\_\_\_ Is it concealed? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

Why was it put in our school? \_\_\_\_\_

How did it get into the school? \_\_\_\_\_

**DESCRIPTON OF VOICE**

Male \_\_\_\_\_ Female \_\_\_\_\_ Accent \_\_\_\_\_ Slang \_\_\_\_\_ Speech (slow, fast) \_\_\_\_\_

Young \_\_\_\_\_ Middle Aged \_\_\_\_\_ Old \_\_\_\_\_ Voice (loud, soft) \_\_\_\_\_

Calm \_\_\_\_\_ Frightened \_\_\_\_\_ Young \_\_\_\_\_ Educated Diction (good, nasal, lisp) \_\_\_\_\_

**ADDITIONAL INFORMATION**

What kind of background noise was there? \_\_\_\_\_

Comments: \_\_\_\_\_